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ABSTRACT

Intended for those who are preparing term papers, working on newspapers or newsletters, taking creative writing courses, composing resumes, submitting journal articles for publication, or giving oral presentations, this bibliography lists a number of resources designed to help improve communication skills. The resources are arranged according to the following headings: (1) reference works, (2) general writing skills, (3) different genres and audiences, (4) editing, (5) term paper and style manuals, (6) communication for professionals, (7) writing for the media, (8) public speaking, (9) nonverbal communication, and (10) writing careers. In addition, the guide offers a brief list of journals that feature articles on communication. (FL)

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# Let's Make It Easy!

## A GUIDE TO EFFECTIVE COMMUNICATIONS

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COMPILED: Michele Farrell



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# INTRODUCTION

One of the mostly highly valued skills in today's world is the ability to communicate effectively. The following guide has been compiled as a starting point for those who would like to improve their communication skills. The term "communication" is used in the broad sense; therefore, this bibliography incorporates resources that develop writing, speaking, and listening skills. Books on nonverbal communication are also included.

The works listed can be used by those who are: preparing a term paper, working on a newspaper or newsletter, taking a creative writing course, composing a resume, submitting a journal article for publication, or giving an oral presentation. Books that describe how and where to get one's work published and how to locate writing jobs are also cited. Some of the sources provide tips from experienced authors on how to write in a particular genre. The last chapter covers journals which feature articles on communication. Through the use of these materials you should be able to sharpen your communication skills.

Ref.
PE 1591
.A 5
1949

Allen, Frederic. Allen's Synonyms and Antonyms. rev. and enl. ed. New York: Harper & Brothers, 1949.

Ref.
BF 76.7
.A 46
1974

American Psychological Association. Publication Manual. 2d ed. Washington: American Psychological Association, 1974.

Ref.
LB 2369
.A 52

Anderson, Kenneth & Oscar Haugh. A Handbook for the Preparation of Research Reports and Theses. Washington, D.C.: University Press of America, 1978.

Ref.
R 119
.B 37
1981

Barclay, William R., ed. Manual for Authors & Editors: Editorial Style & Manuscript Preparation. 7th ed. Los Altos, Calif.: Lange Medical Publications, 1981.

Ref.
PE 1591
.B 45
1975

Bernstein, Theodore. Bernstein's Reverse Dictionary. New York: Quadrangle/New York Times Book Co., 1975.

Ref.
PE 1460
.B 4617

Bernstein, Theodore. The Careful Writer. New York: Atheneum, 1965.

Ref.
PE 1137
.C 56

Colby, Frank. The American Pronouncing Dictionary of Troublesome Words. New York: Crowell, 1950.

Ref.
LB 2369
.C 62
1967

Cooper, Charles & Edmund Robins. The Term Paper. 4th ed. Stanford, Calif.: Stanford University Press, 1967.

Ref.
QH 304
.C 68
1978

Council of Biology Editors. Style Manual Committee. Council of Biology Editors Style Manual: A Guide for Authors, Editors, and Publishers in the Biological Sciences. 4th ed. Arlington, Virginia: American Institute of Biological Sciences, 1978.

Ref.
PE 1408
.C 715
1977

Crews, Frederick. The Random House Handbook. 2d ed. New York: Random House, 1977.

Ref.
PN 4836
.D 57
1979

Directory of Publishing Opportunities in Journals and Periodicals. 4th ed. Chicago: Marquis Academic Media, 1979.

Ref.
Z 7204
.L 5
D 8

Duker, Sam. Listening Bibliography. New York: Scarecrow Press, 1964.

Ref.
PE 2835
.E 84

Evans, Bergen & Cornelia Evans. A Dictionary of Contemporary American Usage. New York: Random House, 1957.

Ref.
HF 5383
.F 34

Faux, Marian. The Complete Resume Guide. New York: Monarch Press, 1980.

Ref.
LB 2369
.H 85

Hutchinson, Helene. The Hutchinson Guide to Writing Research Papers. New York: Glencoe Press, 1973.

Ref.
HF 5547
.H 77
1969

Hutchinson, Lois. Standard Handbook for Secretaries. 8th ed. New York: McGraw-Hill, 1969.

Ref.
LB 2369
.K 3
1977

Kahn, Gilbert and Donald J. Mulkerne. The Term Paper, Step by Step. 2d. rev. ed. Garden City, New York: Anchor Press, 1977.

Ref.
RT 24
.K 64

Kolin, Philip C. Professional Writing for Nurses in Education, Practice, and Research. St. Louis: Mosby, 1980.

Ref.
PE 1519
.L 37

Lees, Gene. The Modern Rhyming Dictionary: How to Write Lyrics: Including a Practical Guide to Lyric Writing for Songwriters and Poets. Greenwich, CT.: Cherry Lane Books, 1981.

Ref.
PN 161
.L 5

Literary Market Place. New York: Bowker, 1983.

Ref.
PE 1408
.M 384
1967

Marckwardt, Albert and Frederic Cassidy. Scribner Handbook of English. 4th ed. New York: Scribner, 1967.

Ref.
PE 1475
.M 4

Menzel Donald, Howard Jones and Lyle Boyd. Writing a Technical Paper. New York: McGraw-Hill, 1961.

Ref.
RT 24
.M 57

Mirin, Susan K. The Nurse's Guide to Writing for Publication. Wakefield, Mass.: Nursing Resources, 1981.

Ref.
LB 2369
.M 53

Modern Language Association of America. MLA Handbook for Writers of Research Papers, Theses, and Dissertations. New York: Modern Language Association, 1977.

Ref.
BF 76.7
.N 6

Noland, Robert. Research and Report Writing in the Behavioral Sciences. Springfield, Ill.: Thomas, 1970.

Ref.
RT 24
.O 23
1981

O'Connor, Andrea B. Writing for Nursing Publications. Thorofare, New Jersey: C.B. Slack, 1981.

Ref.
PE 1460
.P 172

Partridge, Eric. The Concise Usage and Abusage. New York: Philosophical Library, 1954.

Ref.
PN 145
.W 75
1979

Porter, Roy E. et al. The Writer's Manual. Palm Springs, Calif.: ETC Publications, 1979.

Ref.
PE 1449
.R 34
1981

Rawson, Hugh. A Dictionary of Euphemisms & Other Doubletalk. New York: Crown, 1981.

Ref.
HF 5383
.G 725
1976

Reed, Jean. Resumes That Get Jobs: How to Write Your Best Resume. 2d. ed. New York: Arco Pub. Co., 1976.

Ref.
PE 1591
.R 73

Roget's International Thesaurus. New York: Crowell, 1941-

Ref.
PE 1591
.R 737

Roget's II: The New Thesaurus. Boston: Houghton Mifflin, 1980.

Ref.
PE 1689
.S 5

Sisson, Albert Franklin. Sisson's Word and Expression Locater. West Nyack, New York: Parker Publishing Co., 1966.

Ref.
PN 160
.S 52
1974

Skillin, Marjorie E. Words Into Type. 3d. ed. Englewood Cliffs, New Jersey: Prentice-Hall, 1974.

Ref.
PE 1505
.S 8

Stillman, Frances. The Poet's Manual and Rhyming Dictionary. New York: Crowell, 1965.

Ref.
PN 98
.B 7
T 44

Teitelbaum, Harry. How to Write Book Reports. New York: Monarch Press, 1975.

Ref.
LB 2369
.T 8
1973

Turabian, Kate. A Manual for Writers of Term Papers, Theses, and Dissertations. 4th ed. Chicago: University of Chicago Press, 1973.

Ref.
LB 2369
.T 82
1976

Turabian, Kate. Student's Guide for Writing College Papers. 3d ed. Chicago: University of Chicago Press, 1969.

Ref.
Z 253
.U 58
1973

United States. Government Printing Office. Style Manual. rev. ed. Washington: U.S. Government Printing Office, 1973.

Ref.
Z 253
.U 69
1982

University of Chicago Press. The Chicago Manual of Style: For Authors, Editors, and Copywriters. 13th ed. rev. Chicago: University of Chicago Press, 1982.

Ref.
PN 146
.V 36
1978

Van Leunen, Mary-Claire. A Handbook for Scholars. New York: Knopf, 1978.

Ref.
HF 5383
.V 64

Vogel, Erwin. How to Write Your Job-Getting Resume and Covering Letter. Brooklyn, New York: Copy-Write Creations, 1971.

Ref.
RT 24
.A 97
1982

Warner, Steven D. and Kathryn D. Schweer. Author's Guide to Journals in Nursing and Related Fields. New York: Haworth Press, 1982.

Ref.
LB 2369
.W 55

Winkler, Anthony and Jo Ray McCuen. Writing the Research Paper: A Handbook. New York: Harcourt Brace Jovanovich, 1979.

Ref.
PE 1505
.W 6

Wood, Clement. Poets' Handbook. Garden City, New York: Garden City Publishing Co., Inc., 1942.

Ref.
PN 161
.W 83

The Writer's Market. Cincinnati, Ohio: Writer's Digest, (1930), 1983.

CHAPTER II. CIRCULATING MATERIALS

General Writing Skills

PE 1478
.A 37
Abernethy, Francis. How to Write a Theme. 2d ed. Berkeley, Calif.: McCutchan, 1961.

Z 278
.A 56
Appelbaum, Judith and Nancy Evans. How to Get Happily Published. New York: Harper & Row, 1978.

PE 1413
.A 87
Astman, Herbert. 4 Big Steps to Success. Dubuque, Iowa: Kendall/Hunt, 1978.

PE 1408
.B 4314
Barnet, Sylvan. Barnet & Stubbs's Practical Guide to Writing. Boston: Little, Brown, 1975.

PN 81
.B 35
Barnet, Sylvan. A Short Guide to Writing About Literature. Boston: Little, Brown, 1968.

PE 1408
.B 4713
Bell, James and Adrian Cohn. Bell & Cohn's Handbook of Grammar, Style, and Usage. Beverly Hills, Calif.: Glencoe Press, 1972.

PE 1460
.B 4
Bernstein, Theodore. Watch Your Language. Great Neck, New York: Channel Press, 1958.

PE 1112
.B 74
1981
Building Basic Skills in Writing. 2 vols. Contemporary Books, 1981.

PE 1111
.B 679
Burne, Kevin, Edward Jones and Robert Wylder. Functional English for Writers. Chicago: Scott, Foresman, 1964.

PE 1408
.B 883
R
Burne, Kevin, Edward Jones and Robert Wylder. $R_x$ Remedies for Writing. Philadelphia: Lippincott, 1964.

PE 1439
.C 27
1974
Canavan, P. Joseph. Paragraphs and Themes. 2d ed. Lexington, Mass.: Health, 1974.

Slide
PE 1429
.C 65
Communication Skills: Expository Writing. Center for the Humanities, 1976.

Slide
PE 1408
.C 558
Communication Skills: Write It Right. Center for the Humanities, 1976.

PE 1417
.C 67
Cox, Martha Heasley, ed. A Reading Approach to College Writing. Scranton: Chandler Pub. Co., 1971.

PE 1417
.D 6
Dodge, Richard. How to Read and Write in College, A Complete Course. New York: Harper, 1962.

PE 1409.5 .E 5 — Elbow, Peter. Writing Without Teachers. New York: Oxford University Press, 1973.

Audiocassette
PE 1112 .E 54 — English Modular Mini-Courses. Educulture Tutorial System, 1973. (19 audiocassettes)

PE 1408 .G 556 — Gilbert, Marilyn. Clear Writing. New York: Wiley, 1972.

PE 1408 .G 56 — Glorfeld, Louis, David Lauerman and Norman Stageberg. A Concise Guide for Student Writers. New York: Holt, Rinehart & Winston, 1963.

PN 145 .H 55 — Hogrefe, Pearl. The Process of Creative Writing. 3rd ed. New York: Harper & Row, 1963.

PE 1408 .I 7 — Inman, Billie and Ruth Gardner. Aspects of Composition. New York: Harcourt, Brace & World, 1970.

PE 1413 .L 45 — Lefevre, Helen and Carl. Writing by Patterns. New York: Alfred A. Knopf, 1965.

PE 1408 .M 23 1976 — McCrimmon, James. Writing with a Purpose. 6th ed. Boston: Houghton Mifflin, 1976.

PE 1128 .M 28 — McKay, Sandra and Lisa Rosenthal. Writing for a Specific Purpose. Englewood Cliffs, N.J.: Prentice-Hall, 1980.

PE 1408 .M 33253 — Macrorie, Ken. Searching Writing: A Contextbook. Rochelle Park, New Jersey: Hayden Book Co., 1980.

PN 145 .M 42 — Mathieu, Aron. The Creative Writer. Cincinnati: Writer's Digest, 1961.

PN 213 .M 5 — Miller, Casey and Kate Swift. The Handbook of Nonsexist Writing: for Writers, Editors, and Speakers. New York: Lippincott & Crowell, 1980.

PE 1408 .M 679 1965 — Moore, Robert. Effective Writing. 3d ed. New York: Holt, Rinehart and Winston, 1965.

PE 1417 .M 618 — Morahan, Shirley. A Women's Place: Rhetoric and Readings for Composing Yourself and Your Prose. Albany: State University of New York Press, 1981.

PE 1417 .M 66 — Moynihan, William. Reading, Writing, and Rewriting. rev. ed. Philadelphia: Lippincott, 1969.

PE 1408 .M 74 — Mulligan, Charles and Michael Kammer. For Writing English. Chicago: Loyola University Press, 1960.

PE 1408 .N 415 — Needleman, Morriss. Handbook for Practical Composition. New York: McGraw-Hill, 1968.

PE 1439 .O 8 — Ostrom, John. Better Paragraphs. San Francisco: Chandler Pub. Co., 1961.

PE 1408 .P 3 — Payne, Lucile. The Lively Art of Writing. Chicago: Follett Pub. Co., 1965.

PE 1112 .R 43 1972 — Reference Handbook of Grammar & Usage. Glenview, Ill.: Scott, Foresman, 1972.

PE 1115 .R 58 1981 — Roman, Kenneth and Joel Raphaelson. Writing That Works: How to Write Memos, Letters, Reports, Speeches, Resumes, and Other Papers That Say What You Mean, and Get Things Done. New York: Harper & Row, 1981.

PE 1413 .S 38 — Scharbach, Alexander. Critical Reading and Writing. New York: McGraw-Hill, 1965.

PE 1408 .S 316 1981 — Schor, Sandra and Judith Fishman. Random House Guide to Writing. 2d ed. New York: Random House, 1981.

PE 1408 .S 326 — Schuster, Edgar. Grammar, Usage, and Style. St. Louis: McGraw-Hill, 1965.

HF 5726 .S 465 1971 — Sheff, Alexander L. How to Write Letters for All Occasions. rev. ed. Garden City, New York: Doubleday, 1971.

PE 1111 .S 5374 — Smith. Kellogg and Jane Stapleford. Effective Writing. Garden City, New York: Doubleday, 1963.

PN 147 .S 78 1982 — Stenbock, Evelyn. Teach Yourself to Write. Cincinnati, Ohio: Writer's Digest Books, 1982.

PE 1408 .S 766 1972 — Stone, Wilfred and J.G. Bell. Stone & Bell Prose Style. 2d ed. New York: McGraw-Hill, 1972.

PE 1408 .S 772 1979 — Strunk, William. The Elements of Style. rev. ed. New York: Macmillan, 1979.

PN 147 .S 95 — Swiggart, Peter. Anatomy of Writing. Englewood Cliffs, N.J.: Prentice-Hall, 1966.

PE 1417 .T 7 — Trevor, John and Paul Zall. Proverb to Poem. New York: McGraw-Hill, 1970.

PN 197 .V 36 1978 — Van Nostrand, A.D. and others. Functional Writing. Boston: Houghton Mifflin, 1978.

PE 1429 .W 54 — Willis, Hulon. Structure, Style, and Usage. New York: Holt, Rinehart and Winston, 1964.

PE 1408 .W 674 — Woods, George and W. Arthur Turner. The Odyssey Handbook and Guide to Writing. New York: Odyssey Press, 1954.

PE 1408 .W 85 1969 — Wykoff, George and Harry Shaw. The Harper Handbook of College Composition. 4th ed. New York: Harper & Row, 1969.

Writing: Different Genres or Audiences

PN 147 .B 49 1981 — Biagi, Shirley. How to Write & Sell Magazine Articles. Englewood Cliffs, New Jersey: Prentice-Hall, 1981.

PN 3365 .B 54 — Block, Lawrence. Writing the Novel from Plot to Print. Cincinnati: Writer's Digest Books, 1979.

PN 1009 .A 1 C 63 — Colby, Jean. Writing, Illustrating and Editing Children's Books. New York: Hastings House, 1967.

PN 4784 .C 65 D 53 — Dickson, Frank. Writer's Digest Handbook of Article Writing. New York: Holt, Rinehart and Winston, 1968.

PN 1661 .E 5 1960a — Egri, Lajos. The Art of Dramatic Writing: Its Basis in the Creative Interpretation of Human Motives. New York: Simon and Schuster, 1960.

PN 3373 .F 7 1932 — Frederick, John. A Handbook of Short Story Writing. New York: F.S. Crofts & Co., 1932.

CT 105 .G 3 — Garis, Robert, ed. Writing About Oneself: Selected Writing. Boston: Heath, 1965.

BR 117 .G 46 1982 — Gentz, William, ed. Writing to Inspire. Cincinnati, Ohio: Writer's Digest Books, 1982.

PN 147 .H 64 — Holmes, Marjorie. Writing the Creative Article. Boston: Writer, 1969.

PN 1996 .H 87 1975 — Hurley, Gerard T. Writing for and About Film. New York: Harper & Row, 1975.

PN 3373 .K 3 — Kamerman, Sylvia. Writing the Short Story. Boston: The Writer, 1942.

12

PN 3373 .K 6 — Knight, Damon F. Creating Short Fiction. Cincinnati, Ohio: Writer's Digest Books, 1981.

PN 3365 .K 63 — Koontz, Dean. How to Write Best-Selling Fiction. Cincinnati: Writer's Digest Books, 1981.

PN 145 .M 5 1971 — Minot, Stephen. Three Genres: The Writing of Poetry, Fiction, and Drama. 2d ed. Englewood Cliffs, N.J.: Prentice-Hall, 1971.

PN 147 .N 29 — Neal, Harry. Nonfiction: From Idea to Published Book. New York: W. Funk, 1964.

PN 3355 .P 37 — Peck, Robert N. Secrets of Successful Fiction. Cincinnati, Ohio: Writer's Digest Books, 1980.

PN 3355 .P 38 — Peeples, Edwin. A Professional Storywriter's Handbook. Garden City, New York: Doubleday, 1960.

PN 3365 .P 4 — Perry, Dick. One Way to Write Your Novel. Cincinnati, Ohio: Writer's Digest, 1981.

PN 6149 .A 88 P 47 1982 — Perret, Gene. How to Write and Sell Your Sense of Humor. Cincinnati, Ohio: Writer's Digest Books, 1982.

PN 3358 .P 6 — Plagemann, Bentz. How to Write a Story. New York: Lothrop, Lee & Shepard, 1971.

PN 1042 .R 5 — Riccio, Ottone. The Intimate Art of Writing Poetry. Englewood Cliffs, N.J.: Prentice-Hall, 1980.

PE 1471 .S 5 — Simonson, Harold. Writing Essays. New York: Harper & Row, 1966.

PN 3377.5 .D 4 M 9 1982 — Treat, Lawrence, ed. Mystery Writer's Handbook. Cincinnati, Ohio: Writer's Digest Books, 1982.

PN 3355 .W 6 — Winfield, Dick. One Way to Write Your Novel. Cincinnati: Writer's Digest, 1969.

PN 147.5 .W 9 1980 — Wyndham, Lee. Writing for Children and Teenagers. 2d ed. Cincinnati, Ohio: Writer's Digest Books, 1980.

PN 1042 .Z 5 — Zillman, Lawrence. Writing Your Poem, A Practical Approach to Verse Writing. New York: Funk & Wagnalls, 1950.

PE 1429 .Z 5 1980 — Zinsser, William. On Writing Well: An Informal Guide to Writing Nonfiction. 2d ed. New York: Harper & Row, 1980.

Editing

PE 1408 .M 69 — Morgan, William. Writing and Revising. New York: Macmillan, 1957.

PE 1460 .P 37 — Pearlman, Daniel & Paula. Guide to Rapid Revision. New York: Odyssey Press, 1965.

PE 1408 .R 725 1982 — Ross-Larson, Bruce C. Edit Yourself: A Manual for Everyone Who Works with Words. New York: Norton, 1982.

Slide
PE 1408 .W 74 — Writing Skills— The Final Touch: Editing, Rewriting, and Polishing. Center for Humanities, 1978.

Term Paper and Style Manuals

LB 2369 .E 34 — Ellis, Barbara. How to Write Themes, Term Papers, and College Autobiographies. Woodbury, New York: Barron's Educational Series, 1971.

LB 2369 .H 38 1965 — Houser, Travis & Lee Gray. Writing the Research and Term Paper. New York: Dell Publishing Co., 1964.

PE 1478 .H 8 1955 — Hubbell, George. Writing Term Papers and Reports. 4th ed. New York: Barnes and Noble, 1955.

PN 147 .L 46 — Linton, Marigold. A Simplified Style Manual: For the Preparation of Journal Articles in Psychology, Social Sciences, Education, and Literature. New York: Appleton-Century-Crofts, 1972.

LB 2369 .M 3413 1976b — Maltha, D. Technical Literature Search and the Written Report. rev. ed. New York: Elsevier, 1976.

PE 1478 .P 8 — Pugh, Griffith. Guide to Research Writing. 3d ed. Boston: Houghton Mifflin, 1968.

Filmstrip
LB 2369 .R 47 — The Research Paper. Library Filmstrip Center, 1966.

Slide
LB 2369 .R 475 — The Research Paper Made Easy: From Assignment to Completion. White Plains, New York: Center for Humanities, 1977.

PE 1478
.R 6
1971

Roth, Audrey. The Research Paper: Form and Content. 2d ed. Belmont, Calif.: Wadsworth Pub. Co., 1971.

LB 2369
.W 29

Warren, James. How to Write a Research Paper. Boston: Branden Press, 1972.

LB 2369
.W 53

Willis, Hulon. Writing Term Papers: The Research Paper, The Critical Paper. New York: Harcourt Brace Jovanovich, 1977.

Communication for Professionals

PE 1115
.A 9
1962

Aurner, Robert and Paul Burtness. Effective English for Business. 5th ed. Cincinnati: South-western Pub. Co., 1962.

RT 23
.C 4

Ceccio, Joseph & Cathy. Effective Communication in Nursing: Theory and Practice. New York: Wiley, 1982.

HF 5718
.D 45
1979

De Mare, George. Communicating at the Top: What You Need to Know About Communicating to Run an Organization. New York: Wiley, 1979.

RT 23
.E 38

Edwards, Barba Jean and John Brilhart. Communication in Nursing Practice. St. Louis: Mosby, 1981.

HF 5721
.E 9
1979

Ewing, David. Writing for Results in Business, Government the Sciences, the Professions. 2d ed. New York: Wiley, 1979.

HF 5726
.J 3
1978

Janis, Jack. Writing and Communicating in Business. 3d ed. New York: Macmillan, 1978.

R 119
.K 55

King, Lester S. Why Not Say It Clearly: A Guide to Scientific Writing. Boston: Little, Brown, 1978.

RT 86
.K 7

Kron, Thora. Communication in Nursing. 2d ed. Philadelphia: Saunders, 1972.

HM 258
.L 36

Lazarus, Sy. Loud and Clear: A Guide to Effective Communication. New York: AMACOM, 1975.

RT 42
.L 6
1968

Lockerby, Florence K. Communication for Nurses. 3d ed. Saint Louis: Mosby, 1968.

RT 86
.L 66

Long, Lynette and Penny Prophit. Understanding/Responding: A Communication Manual for Nurses. Montery, Calif.: Wadsworth Health Sciences Division, 1981.

HF 5719
.L 444

Lesikar, Raymond. How to Write a Report Your Boss Will Read and Remember. Homewood, Illinois: Dow-Jones-Irwin, 1974.

LB 2823
.M 57

Morris, Lynn L. How to Present an Evaluation Report. Beverly Hills, Calif.: Sage Publications, 1978.

PE 1478
.M 78
1980

Mullins, Carolyn J. The Complete Writing Guide to Preparing Reports, Proposal, Memos, etc. Englewood Cliffs, New Jersey: Prentice-Hall, 1980.

HF 5719
.P 63

Poe, Roy. The McGraw-Hill Guide to Effective Business Reports. New York: McGraw-Hill, 1962.

R 119
.R 62

Robinson, Alice M. and Lucille Notter. Clinical Writing for Health Professionals. Bowie, Maryland: R.J. Brady, 1982.

HF 5726
.S 483
1954

Shurter, Robert LeFevre. Effective Letters in Business. 2d ed. New York: McGraw-Hill, 1954.

PE 1408
.T 5

Tichy, Henrietta. Effective Writing for Engineers, Managers, Scientists. New York: Wiley, 1966.

HF 5718
.T 73

Treece, Malra. Communication for Business and the Professions. Boston: Allyn and Bacon, 1978.

Writing for the Media

PN 4775
.C 27

Campbell, Laurence and Roland Wolseley. How to Report and Write the News. Englewood Cliffs, N.J.: Prentice-Hall, 1961.

PN 4783
.F 64

Fox, Walter. Writing the News: Print Journalism in the Electronic Age. New York: Hastings House, 1977.

PN 4784
.C 75
G 3
1982

Garst, Robert E. Headlines and Deadlines: A Manual for Copy Editors. 4th ed. New York: Columbia University Press, 1982.

PN 1992.7
.H 5
1967

Hilliard, Robert. Writing for Television and Radio. New York: Hastings House, 1967.

PN 4783
.H 6
1980

Hough, George A. News Writing. Boston: Houghton Mifflin, 1980.

PN 4784
.N 5
H 8
1982

Hudson, Howard Penn. Publishing Newsletters. New York: Scribner's, 1982.

P 91
.M 317

Maloney, Martin and Paul Max Rubenstein. Writing for the Media. Englewood Cliffs, New Jersey: Prentice-Hall, 1980.

PN 147
.S 27

Schoenfeld, Clarence. Effective Feature Writing. New York: Harper, 1960.

Public Speaking

PN 4121
.B 593

Bower, Sharon. Painless Public Speaking. Englewood Cliffs, N.J.: Prentice-Hall, 1981.

PN 4121
.B 628

Braden, Waldo. Public Speaking: The Essentials. New York: Harper & Row, 1966.

PN 4121
.C 25

Carnegie, Dale. How to Develop Self-Confidence and Influence People by Public Speaking. New York: Pocket Books, 1955.

PN 4121
.C 757

Cronkite, Gary. Public Speaking and Critical Listening. Menlo Park, Calif.: Benjamin/Cummings Pub. Co., 1978.

PN 4121
.L 54
1979

Linver, Sandy. Speak Easy. New York: Summit Books, 1978.

PN 4121
.S 63
1963

Soper, Paul. Basic Public Speaking. 3d ed. Oxford University Press, 1963.

PN 4193
.W 7
S 7

Stone, Janet and Jane Bachner. Speaking Up: A Book for Every Woman Who Wants to Speak Effectively. New York: McGraw-Hill, 1977.

PN 4121
.V 28
1982

Valenti, Jack. Speak Up with Confidence: How to Prepare, Learn, and Deliver Effective Speeches. New York: Morrow, 1982.

PN 4121
.V 35
1980

Vasile, Albert and Harold Mintz. Speak with Confidence: A Practical Guide. 2d ed. Cambridge, Mass.: Winthrop Publishers, 1980.

Nonverbal Communication

HD 30.3
.A 9
Atwater, Eastwood. I Hear You: How to Use Listening Skills for Frofit. Englewood Cliffs, New Jersey: Prentice-Hall, 1981.

BF 632.5
.B 44
Beier, Ernest and Evan Valens. People-Reading: How We Control Others, How They Control Us. New York: Stein and Day, 1975.

RT 86
.B 55
1982
Blondis, Marion N. and Barbara Jackson. Nonverbal Communication with Patients: Back to the Human Touch. 2d ed. New York: Wiley, 1982.

HF 5386
.C 78
Cooper, Ken. Nonverbal Communication for Business Success. New York: AMACOM, 1979.

BF 637
.C 45
F 35
Fast, Julius. Body Language. New York: Lippincott, 1970.

HF 5718
.L 477
1982
Lewis, David. Secrets of Successful Writing, Speaking, and Listening. New York: AMACOM, 1982.

BF 637
.C 45
N 63
Speer, David, ed. Nonverbal Communication. Beverly Hills, Calif.: Sage Publications, 1972.

BF 637
.H 4
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